



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	SSSS COLLEGE OF COMMERCE FOR WOMEN
Name of the head of the Institution	Navdeep Kaur
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0183-2221683
Mobile no.	9781310053
Registered Email	ssssclege1993@gmail.com
Alternate Email	drndeepkaur@gmail.com
Address	SSSS College of Commerce for Women, SSSS Chowk, The Mall, Amritsar
City/Town	Amritsar
State/UT	Punjab
Pincode	143001

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Women			
Location		Urban			
Financial Status		Self financed			
Name of the IQAC co-ordinator/Director		Mrs. Jaskiranjit Kaur			
Phone no/Alternate Phone no.		01835052699			
Mobile no.		9217872644			
Registered Email		bumrahjaskiran@gmail.com			
Alternate Email		ssss_college@yahoo.co.in			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://ssssccw.edu.in/about/igac/aqar/">https://ssssccw.edu.in/about/igac/aqar/</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://ssssccw.edu.in/news/academic-calendar/">https://ssssccw.edu.in/news/academic-calendar/</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.35	2019	15-Jul-2019	15-Jul-2024
<b>6. Date of Establishment of IQAC</b>			10-Nov-2018		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
IQAC Meeting	06-May-2019 1		10		

IQAC Meeting	14-Feb-2019 2	17
IQAC Meeting	24-Dec-2018 1	11
IQAC Meeting	10-Nov-2018 1	9
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 0	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

- Analyzed feedback taken from students, parents, alumni, teachers and suitably considered for improvement of various academic and administrative aspects and also taken note of while formulating programmes for next session.

- Acquainted teaching and non-teaching faculty with NAAC accreditation process and its need

- Framed and uploaded POs, PSOs and COs for all the courses on college website

- Orientated and registered students to MOOC programme and provided interventions for completion of this course

- Promoted use of ICT and publication of research paper by faculty

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### 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Faculty development programme (FDP)	<ul style="list-style-type: none"> <li>• Conducting seminars and workshops.</li> <li>• Providing opportunities to faculty for attending seminars and workshops.</li> <li>• Organizing Computer training programmes for enhancing basic-computer skills</li> </ul>
Computer training for non-teaching staff of the college	<ul style="list-style-type: none"> <li>• Conducted training sessions for updating the computer based operational skills to ensure proper maintenance of accounts and better functioning of the College Office.</li> </ul>
Online admission process for to UG and PG Courses	<ul style="list-style-type: none"> <li>• Ensured fair admission in compliance with the college admission policy and as per rules and regulations of the affiliating University</li> </ul>
Enrichment programme for students	<ul style="list-style-type: none"> <li>• Offered Short term Addon courses, encouraging students to enroll for MOOC, Soft Skills Development Programme, Verbal Ability, Moral Education, Religious Education.</li> <li>• Conducted Seminars, Workshops, Lectures, Case studies</li> </ul>
Supporting Students at Risk	<ul style="list-style-type: none"> <li>• Modified teaching methods in accordance with needs of students.</li> <li>• Providing study material in simple language.</li> <li>• Organized bridge courses and remedial classes.</li> <li>• Provided financial assistance.</li> <li>• Offered bookbank facilities.</li> </ul>
Supporting Advanced Learners	<ul style="list-style-type: none"> <li>• Providing challenging assignments and special opportunities (like participation in debates, seminars, workshops, quizzes, intercollege competitions).</li> <li>• Orientation of students for research based articles (through Sifti and Seminars).</li> <li>• Organizing intensive study programme.</li> <li>• Providing scholarships to students.</li> </ul>
Responsive Classroom Practices	<ul style="list-style-type: none"> <li>• Remaining sensitive to individual student needs.</li> <li>• Providing written content in easy language.</li> <li>• Continuous assessment and analysis of performance.</li> <li>• Reported academic performance of students to parents during Parent Teacher Meeting and through report</li> </ul>

	cards.
Enhancing Quality of Teaching-Learning	<ul style="list-style-type: none"> <li>• Adopted student centric interactive strategies (discussions, classtests, quizzes, seminars, studentpeer group interactions).</li> <li>• Blended traditional and technology based methods of teaching.</li> <li>• Promoted the use of PPT presentations, case studies and role play.</li> </ul>
Timely deliverance of Curriculum	<ul style="list-style-type: none"> <li>• Planned academic session meticulously in advance.</li> <li>• Prominently displayed teaching schedules and timetables.</li> <li>• Adhered strictly to class and tutorial schedules.</li> <li>• Made adjustments in Timetable in case teacher was on leave.</li> </ul>
Intimation of academic calendar of the College to the teaching , non teaching staff and students of the college at the beginning of the year through notice board, website and college prospectus.	<ul style="list-style-type: none"> <li>• Stakeholders are well acquainted about the College activities</li> </ul>
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	08-Jul-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	28-Feb-2019
17. Does the Institution have Management Information System ?	No

### Part B

#### **CRITERION I – CURRICULAR ASPECTS**

##### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College is currently having the following mechanisms for effective delivery of curriculum. 2131 • At the beginning of the new academic session, time table is provided for each semester for both UG and PG classes. Departmental meetings

are held in every department for discussing division of the syllabus in two terms (Semester I: July -Sep and Oct- Nov; Semester II: Jan-March and April). Teachers prepare their lectures according to the syllabus plan and classes. • Personal Contact Programme (PCP) is conducted during the first/second week of the new academic session. • Classes are held according to the schedule under the supervision of College administration. • Library follows open access system. A number of on-line and off-line Journals (Computer, Economics and Commerce) have been subscribed by our College. Curriculum is enriched through projects/ student seminars/workshops. Students are also introduced to Communication Skills, Computer Proficiency and Accountancy Skills. The College includes the following aspects for enrichment of the curriculum: Value added courses, Courses on Communication Skills / Employability Skills, Skill Oriented Courses for stimulating creativity and innovation in students. For the effective delivery of the curriculum, various classroom teaching methods keeping in consideration the nature of the subject are regularly used. The strategies followed for planned curriculum delivery and documentation are: • Chalk and board method • ICT-enabled teaching-learning method • Team-teaching • Use of e-resources. • Teachers distribute class notes for the difficult topics • Group discussion amongst the students during the class • Conduct of Case Studies, Project Work, Paper presentation and Seminars related to curriculum • Provision of proper and adequate learning resources like books, journals and computers. There is also a provision of software such as Tally and SPSS for practical classes • Organization of need based survey programmes, field works and educational excursions by departments • Arranging regular seminars and special talks by experts for advance studies • Arrangement of regular tutorial classes, regular class-test, mid-term examinations, pre-university examinations, regular assessment in practical classes, mock viva-voce for improving the educational attainments of the students • Conducting Intensive Study Programme and Remedial Classes on the basis of students' requirement • Maintenance of record of the different activities related to teaching-learning process, departmental proceedings and students' results. Different methods are used for effective curriculum delivery.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No new program was introduced during the year, by default we are forced to select any random course from drop down menu in order to proceed further	Nil	02/12/2019	0	Nil	Nil

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction

BLibSc	No new program was introduced during the year, by default we are forced to select any random course from drop down menu in order to proceed further	11/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Acharya	No new program was introduced during the year, by default we are forced to select any random course	11/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Course on Verbal Ability	23/04/2018	165
Course on Soft skills	23/04/2018	165
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Environmental Studies	136
BBA	Environmental Studies	41
BCA	Environmental Studies	43
BSc	Environmental Studies	42
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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

## Feedback Obtained

The College follows a continuous review system of the curriculum. Members of IQAC collect the feedback data related to curriculum and analyze it for taking necessary and timely action. Feedback is taken from both UG and PG students. Feedback is received on varied aspects like academics and administration, teaching-learning process, and infrastructure. Feedback is taken from Parents, members of Alumni, Employers, members of Faculty. Feedback is collected from the parents during Parent Teacher Meetings (PTMs) that are organized by each and every department of the College for the first year students. Suggestions and comments given by the parents/ guardians are taken into account for future development. Students' perception towards curriculum and its implementation, mode of presentation, lecture material, recommended books, and updated information is given by the concerned subject faculty during and at the end of semester. The different areas where improvements are required are discussed with respective committees/departments. The suggestions given are considered for possible incorporation for the effective curriculum dissemination. Further, the proposals given by the different committees and departments are discussed with the members of IQAC and the members of Management for planning the necessary action. Strengths of the College are also taken into consideration for further academic and administrative developments. Action Taken on Feedback from the stakeholders: After collecting and assessing the feedback from the various stakeholders on curriculum aspects, the valuable suggestions if any, are notified to the Board of Studies or concerned Department of the Guru Nanak Dev University, Amritsar for possible changes in the course structure for the next session. For instance, the issue related to Punjabi novel 'PEETU' recommended for B.Com, BBA, BCA and BSc. (Eco) courses was communicated in writing on August 25, 2018 and the discrepancies in Punjabi book 'Kaav Gaurav' of B.Com and BBA semester 6 were conveyed on April 12, 2019 to the Head, School of Punjabi Studies, Guru Nanak Dev University. It is worth mentioning that the suggestions were accepted by the authorities for incorporating the required changes from the next session (2019-20). The inputs have also been received from the stakeholders for initiating a College exclusively for the boys.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Commerce	450	433	410
BCA	Computer	180	147	147
BBA	Business Administration	180	129	129
BSc	Economics	180	121	118
MCom	Commerce	120	96	96

[View File](#)

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG	Number of fulltime teachers available in the institution teaching only PG	Number of teachers teaching both UG and PG courses
------	-----------------------------------------------------	-----------------------------------------------------	---------------------------------------------------------------------------	---------------------------------------------------------------------------	----------------------------------------------------



			courses	courses	
2018	804	96	21	0	14

## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
35	25	9	2	4	14
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, students mentoring system is available in the institution. The system of mentoring is in practice since the inception of the College in 1993. Every class is allotted a class teacher. The class teacher acts as the mentor of the students. The mentor looks after academic progress and psychological wellbeing of each student and also monitors class attendance and students performance in non-academic area. Moreover, this system provides opportunity to students to approach teachers for both educational and personal guidance without any hesitation. At the beginning of the academic session, the class-wise names of the mentors are displayed on the College notice board and the website (<https://sssscw.edu.in>). The mentors maintain the biographic details of each individual mentee including educational background and socio-economic status. Mentors of first year students also conduct the Personal Contact Programme (PCP) for getting the detailed information about student's track record, family, interest and future planning. The mentor also provides counselling to those students who need and if required, refer them to Grievance Redressal Committee and/or the Principal for further counseling. At the beginning of the academic session, the Principal along with the head of the departments conduct orientation programmes for the students, whereby the students are acquainted with the institution, its goals and mission, the facilities available and the regulations of the affiliating university, rules and regulations of the College. Hence, through this system, the College makes efforts to bridge the gap between the teachers and students and to create a better environment in the College.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
900	35	35:900

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
35	35	0	0	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	No honour or recognition was received during the year, by default we are forced to select any random	Vice Principal	Nil

year and designation to proceed further.

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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	Nil	I	15/12/2018	08/03/2019
BCom	Nil	III	17/12/2018	12/03/2019
BCom	Nil	V	13/12/2018	20/03/2019
BCom	Nil	II	22/05/2019	29/07/2019
BCom	Nil	IV	23/05/2019	29/07/2019
BCom	Nil	VI	17/05/2019	29/06/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As College is affiliated to Guru Nanak Dev University (GNDU), system of examination (semester system of examination is followed since session 2012-13), syllabi of various courses, pattern of question papers, conduct and schedule of examination, evaluation of answer sheets and declaration of results are entirely outlined and controlled by the University. Internal evaluation mechanism of the College comprises conduct of mid-semester examination and pre-university examinations and evaluation of seminar presentation of B.Com , BBA and M.Com classes and mock viva-voce sessions for M.Com and BBA classes. A separate College Examination Committee is constituted for conducting the internal examinations. Internal evaluation mechanism is followed for Seminar presentations for B.Com, BBA M.Com and Financial Accounting (Tally) Practical for B.Com as per the guidelines of the Guru Nanak Dev University. Viva-voce examination conducted by external examiner is part of the courses viz. M.Com and BBA. To assess the sufficiency of preparation of the students for external viva-voce, mock viva-voce sessions are held by the internal examiners before the final exam to build student's confidence. Departments are also evaluating their students by conducting class-tests, organizing debates, extempore, group discussion, seminar presentation, subject based quiz etc. to identify the weak areas where students need more practice and to prepare the students to enhance their strengths further.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College prepares academic calendar at the beginning of the year. Academic calendar is displayed on the College notice board and web-site. The same is printed in the College prospectus as well. A copy of this prospectus is kept in the College library for ready reference. The students get prospectus at the time of their admission in the College. The academic calendar is also distributed among all teaching and non-teaching staff of the College. The academic session 2018-19 was no exception. The academic calendar contains the yearly schedule of the College ranging from the availability of the courses, rules and regulations, facilities available, tentative date/month for

conducting the College internal examinations and University examinations and other co-curricular activities like youth festivals, seminars, activities of NSS, Placement Cell, Parent-teacher meeting, social and other cultural programmes, sports etc. From time to time the specific schedule for conducting these activities is displayed on College web-site and notice board. The students and members of faculty are also acquainted with the academic schedule/guidelines circulated by the affiliating University

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://sssscw.edu.in/academics/courses/program-and-course-outcome/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
	BSc	Economics	39	28	71.29
	BBA	Commerce	31	28	90.32
	BCA	Computer	46	39	84.7
	BCom	Commerce	133	122	91.7
	MCom	Commerce	50	49	98

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://sssscw.edu.in/students-feedback-analysis-report/>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	Nil	0	0

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Talk on Market Behaviour and Indicators	Department of Commerce and Business Administration	30/08/2018
Seminar on 'Managing Classroom Effectively During Teaching'	Part of Faculty Development Program	19/09/2018

Seminar on 'Operation and Recording of Transaction in Banks'	Department of Commerce and Business Administration	18/10/2018
Seminar on 'Financial Planning'	Part of Faculty Development Program	24/10/2018
Seminar on Intellectual Property Rights- Relevance to Academia	Part of Faculty Development Program	20/11/2018
Workshop on Income Tax and E-Filing	Department of Commerce and Business Administration	22/01/2019
Special Session on 'Financial Planning'	Part of Faculty Development Program	23/02/2019
Interactive session on Evolution of Education from monologue to Dialogue to skill-oriented learning	Part of Faculty Development Program	14/03/2019
An Interactive session on 'Is Startup culture a Fad or Trendsetter'	Department of Commerce and Business Administration	14/03/2019
Seminar on 'Role of Statistics in Research'	Department of Economics	16/04/2019
Seminar on 'Career in Banking Industry'	Department of Commerce and Business Administration	18/04/2019
Session on Banking Sector and Recruitments	Department of Commerce and Business Administration	27/04/2019
Seminar on 'Role of Teacher'	Part of Faculty Development Program	11/05/2019
Workshop on GST	Department of Commerce and Business Administration	04/02/2019

### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	10/07/2018	Nil
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	23/12/2019
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## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
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0	0	0
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3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce and Business Administration	2	0
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce and Business Administration	6
Economics	3
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Impact of Basel Norms on Capital and Risk Behavior of Indian Banks	Dr. Samriti Kapoor	The IUP Journal of Financial Risk Management	2018	0	Nil	0
Managerial Remuneration in India : Analyzing trends before and during the economic slowdown	Dr. Payal	Management and Labour Studies, Sage Publications	2018	0	Nil	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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Managerial Remuneration in India: Analysing Trends before and during the Economic Slowdown	Dr. Payal	Management and Labour Studies, Sage Publications	2018	0	0	0
Impact of Basel Norms on Capital and Risk Behavior of Indian Banks	Dr. Samriti Kapoor	The IUP Journal of Financial Risk Management	2018	0	0	0

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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	15	0	0
Presented papers	0	11	0	0
Resource persons	0	0	0	6

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### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
World Aids Day	NSS	9	150
Seminar On Aids Awareness	Red Ribbon Club and HIV Dept., Amritsar	5	80
Discussion On Environmental Issues	NSS	2	47
Declamation Contest	Spark Committee of College	5	144
Cleanliness Rally	NSS	3	50
NSS Camp	NSS	8	39
Youth Day	NSS	4	250

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#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Sensitizing Youth	NSS	Youth Day	4	250
Sensitizing Youth	NSS	NSS Camp	8	39
Health Awareness	NSS	World Aids Day	9	150
AIDS Awareness	Red Ribbon Club and HIV Dept., Amritsar	Seminar On Aids Awareness	5	80
Environmental Awareness	NSS	Discussion On Environmental Issues	2	47
Swachh Bharat	NSS	Cleanliness Rally	3	50
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	11/07/2018	13/07/2018	Nil
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	09/07/2018	Nil	0

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
48.5	30.97

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing

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### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Library Management System	Fully	1st	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	883	338824	115	54947	998	393771
Reference Books	203	124950	58	38867	261	163817
Journals	13	114980	4	55140	17	170120
e-Journals	2	5400	0	0	2	5400
Digital Database	6243	598000	173	93814	6416	691814
Library Automation	1	20000	0	10500	1	30500

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under



Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	10/07/2018
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	118	5	2	2	0	3	2	100	0
Added	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>118</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>100</b>	<b>0</b>

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS
----------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
N Computing Lab	<a href="https://sssscw.edu.in/gallery/videochronicles/">https://sssscw.edu.in/gallery/videochronicles/</a>

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
11.8	828198	8	580964

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Quality policy 1) Curriculum aspects • Provide framework for developing and effective delivery of quality education • Maintain exemplary academic standards • Provide opportunities to teachers for participating in designing curriculum at university level 2) Teaching learning process • Augment extra-curricular activities and certificate courses for the enrichment of curriculum, enhancement of knowledge and building skills amongst the students • Strengthen the regular feedback system for improving the academic performance of students • Analysis of the feedback for taking further action and modification • Enabling environment for research and innovation, for sharing resources to further improve teaching-learning process in the campus • Inclusive learning for catering the academic needs of students 3) Research • Support students and teachers for nurturing research. • Provide an ideal platform for unleashing of creativity for a greater standard of innovation. 4) Infrastructure and Learning Resources • Automation of learning resources to facilitate the enhanced participation of students and teachers in the teaching-learning process. •

Mobilize resources and create/ renovate present infrastructure and relocate spaces for academic and administration for congenial teaching-learning facilities. 5) Student Support Progression • Conduct of career counseling sessions for placement of students 6) Governance leadership Management • Implement systems and procedures through written and on-line notices and meetings with Head of Departments 7) Institutional Values and Best Practices • Inculcate moral ethical and social values among faculty and students for preparing them as global citizens who would be intellectually sound, socially balanced and spiritually elevated. • Collaborative efforts with NGO's/ Civil Societies for active participation of students in societal activities for contributing towards nation building. • Provision of special support for differently-abled students for catering to their special needs.

<https://sssscw.edu.in/naac/procedures-and-policy/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Concession	153	377700
Financial Support from Other Sources			
a) National	Central Sector scheme of scholarship for college and university students	5	50000
b) International	Nil	0	0

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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Career counseling seminar	23/03/2019	125	IBT, Amritsar
Pre-employment psychometric test	21/12/2018	130	DGE Ministry of Labour and Employment, Govt. of India
Seminar on Financial Planning	24/10/2018	92	SEBI Certified Financial Planner
Guidance for Competitive exams(A Session on Banking Sector and Recruitments)	27/04/2019	11	PSIB, Gurgaon
Employability assessment session	15/10/2018	92	Terra Education, Amritsar
Seminar on career in Banking industry	18/04/2019	11	PSIB, Gurgaon

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career counseling	11	246	7	7

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	15

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	ICICI Bank Limited, Chandigarh	11	7

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.Com(Hons.)	Department of Commerce and Business Administration	IGNOU	M.Com(Distance Education)
2019	3	B.Sc(Economics)	Department of Economics	Guru Nanak Dev University	M.Sc(Eco)
2019	2	B.Com(Hons.)	Department of Commerce and Business Administration	Guru Nanak Dev University	MBA
2019	1	B.Com	Department of Commerce and Business Administration	Guru Nanak Dev University	MBA

2019	8	BBA	Department of Commerce and Business Administration	Guru Nanak Dev University	MBA
2019	1	B.Sc (Economics)	Department of Economics	Guru Nanak Dev University	M.Sc (Eco)
2019	2	BBA	Department of Commerce and Business Administration	Lovely Professional University	MBA (Distance Education)
2019	1	B.Com	Department of Commerce and Business Administration	Lovely Professional University	MBA (Distance Education)
2019	1	B.Com	Department of Commerce and Business Administration	Lovely Professional University	M.Com (Distance Education)
2019	4	B.Com	Department of Commerce and Business Administration	Institute of Chartered Accountants of India	CA
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
SSSSian Fiesta	College Level	49
I-Mindz (Cultural)	College Level	78
Annual Sports Day	College Level	23
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Nil	National	0	0	0	0

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council of the college works for the benefit of the students throughout the year and conducts several activities within and outside the college campus. Students' council provides the platform to the students for participating in the academic, cultural, musical and theatrical items. The various Student Council Representative Committees in the college are:-

- Sirjana Committee:- This committee helps in organizing and conducting various cultural and creative events at college as well as inter-college level.
- Spark Committee:- This committee organizes and conducts various debate and declamation contests both at college level and inter-college level.
- Discipline Committee:- The main function of this Committee is to inculcate a sense of discipline amongst the students in their routine life as well as during various college events.
- Hospitality Committee:- The student members of this committee assist the faculty members in receiving and treating guests in a warm and generous way at various college functions.
- Moral Education Forum:- The objective of this forum is to enlighten the students regarding various moral values so as to enable them to be a good human being and a good citizen of this country.
- Seminar Committee:- This committee organizes various seminars and workshops in the college for the benefit of the students.
- Gurmat Bhawan Committee:- This committee organizes and conducts various religious events such as Gurburab celebrations, Sehaj Path and other related activities on regular basis. Student Council meetings are held regularly throughout the session to ensure participation of the students in planning and decision making at various occasions. Particularly the meetings of Hospitality Committee before organizing free kitchen (langar) and Discipline Committee before all major events help in effective coordination and execution of the event. The Moral Education Committee has helped in raising various issues causing dilemmas in the youth and thus supported designing regular counselling sessions for the students. Student Council has helped significantly in designing various employability enhancement endeavors such as skill development courses and workshops and also ensured good participation by the students. It has been observed that student council involvement at the stage of planning of an event always facilitates considerable increase in attendance in such event. Major activities organized by the students' council during session 2018-19 are as follows:

- Punjabi Quiz: for the promotion of Punjabi culture and heritage while remaining tech-savvy.
- SSSSian Fiesta: to bid a warm farewell to the outgoing students.
- Street Play on the theme 'Save Water': to raise awareness to preserve the most significant natural resource-Water.
- Declamation Contest: covering contemporary topics like Youth Morality, Judicious use of Mobile Phones, Craze among Youth for the Foreign Lands etc.
- Business Quiz: covering areas relating to Business Accounting, Current Affairs, Sports Infotainment.
- IMINDZ: an event organized by the students of M.COM to explore the creative and innovative abilities in the students.
- Tech-fest: covering events like PowerPoint presentations different topics, poster collage making, paper presentation, bug hunting etc.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

• IQAC: The College established IQAC as a Quality sustenance and Quality enhancement measure on November 10, 2018 as per the latest NAAC guidelines. IQAC comprises representatives of all stakeholders of the College for coordinating important academic activities and administrative issues of the College. The IQAC has been infusing a sense of belongingness into the entire teaching faculty of the institution. IQAC, Academic and Administrative Audit (AAA) Committee and various other committees of the College function in collaboration and ensure to strengthen the quality sustenance and enhancement measures for the effective development and dissemination of curricula. IQAC organizes Personality Development Program for students and Faculty Development Programmes for the staff members. • Anti-Ragging Committee: The College has maintained a very transparent, effective and fair mechanism for timely redressal of ragging cases. Anti-ragging committee has been formed to take necessary measures for prevention of ragging in the College. The committee conducts enquiries in case if any complaint is received from the students • . The committee also makes efforts to create awareness amongst the students against this menace. It is pertinent to mention here that in the past years no case involving ragging has been reported by the students to the College authorities.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none"> <li>• Online admission of Under Graduate Students and Post-Graduate Students as per the guidelines of affiliating University GNDU, Amritsar</li> <li>• Admission is made on the basis of merit</li> <li>• Eligibility criteria for admission is followed as per the guidelines of affiliating University GNDU, Amritsar</li> </ul>
Industry Interaction / Collaboration	<ul style="list-style-type: none"> <li>• Talk on Market Behavior and Indicators on August 30, 2018 in collaboration with Amritsar Policy Group</li> <li>• Employability Assessment Session on October 15-16, 2018 in collaboration with TERRA Education</li> <li>• Seminar on Operation and Recording of Transactions in Banks on October 18, 2018 from IDBI bank</li> <li>• Seminar on Financial Planning on October 24, 2018</li> </ul>

from SV Wealth Partners • Workshop on Income Tax and E-Filing from January 22 to January 31, 2019 in collaboration with Team Lease • Workshop on GST from February 4 to February 7, 2019 in collaboration with Team Lease • Seminar on Career in Banking Industry on April 18, 2019 in collaboration with Professional School of Indian Banking

Human Resource Management

- Self-appraisal of the teachers through maintenance of Academic Diary.
- Motivating and facilitating the faculty members to participate in Refresher Orientation courses and publication of research based papers • Maintenance of Grievance Redressal Cell and Anti-Ragging Committee under IQAC • Arrangement of computer training programmes related to Formatting and Editing Tables and Working of Smart Class • Health awareness seminars for students, teaching and non-teaching staff • Organization of workshops on different safety measures to adhere to in daily life and in work place

Library, ICT and Physical Infrastructure / Instrumentation

- Provision for wi-fi facility in College library, computer labs for use of the e-learning resources. • Separate internet connection in the library to access the e-resources • Installation of Library Management System in Library
- Provision of computer printing facility in Library • Provision for access of e-book and e-journal • Procurement of more books • Procurement of laptop and computers • Installation of smart boards in classrooms • Installation of LED lights • Construction of class rooms, benches and washrooms • Installation of RO water machine • Bore wells for rain water harvesting • Increase in number of equipments of sports • Increase in green initiatives • Installation of vending machine ( for sanitary napkins) in girls common room • Renovation of staff room

Research and Development

- Guiding students to take up research based articles • Encouraging students to study and review research articles published in renowned journals • Publication of research based articles in SIFTI, the College magazine • Encouraging teachers to take up research projects • Paper presentation by student in national seminar



Examination and Evaluation	<ul style="list-style-type: none"> <li>• Internal continuous evaluation of students' learning through class-discussions/class-tests for providing timely feedback and guidance to them in the areas which need extra academic interventions</li> <li>• Mock viva-voce and interviews for preparing the students for the practical exams</li> <li>• Conducting group discussions, power point presentation, mid-term, pre-university written and practical examinations</li> </ul>
Curriculum Development	<ul style="list-style-type: none"> <li>• Participation of the Commerce faculty in the curriculum development for B.Com (Financial Services) at the University Level</li> <li>• Educational seminars ,workshops for students of Undergraduate and Post graduate levels</li> <li>• Structured feedback of teachers regarding curriculum</li> </ul>
Teaching and Learning	<ul style="list-style-type: none"> <li>• Ensuring extensive use of ICT to complement the traditional method of teaching</li> <li>• e-book, e-journal, and SPSS software facility for carrying out project work</li> <li>• Bridge course and learning through MOOC-online course</li> <li>• Enhancement of learning and communication skills of the students through participation in different seminars, workshops, discussion, role play, and case study</li> <li>• Structured feedback of students regarding teaching-learning process</li> </ul>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> <li>• Dissemination of information pertaining to admission to various courses, schedule of the College activities, time-table, conduct of examination, and other regular notices through College web-site</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Display of notices on College web-site for students and other stakeholders</li> </ul>
Finance and Accounts	<ul style="list-style-type: none"> <li>• Preparing College accounts through Tally</li> <li>• Initiated computerization of College records and office</li> </ul>
Student Admission and Support	<ul style="list-style-type: none"> <li>• Information pertaining to admission to various courses available on the College website</li> <li>• Online admission to UG and PG Courses</li> <li>• Availability of Question bank on College web-site</li> <li>• E-books and e-journals</li> <li>• Computerized library</li> <li>• Facility for completion of MOOC Course, Projects and Seminar Reports at computer laboratory</li> </ul>



### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Nil	Nil	Nil	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Special Session on Knowing Self	Computer training for online admission	09/07/2018	09/07/2018	28	2
2018	Lecture on Market Behavior and Indicators	Nil	30/08/2018	30/08/2018	5	0
2018	IT Workshop: Formatting and Editing Documents	IT Workshop: Formatting and Editing Documents	15/09/2018	15/09/2018	18	2
2018	Seminar on Managing Classroom Effectively During Teaching	Nil	19/09/2018	19/09/2018	19	0
2018	IT Workshop: Formatting and Editing Tables	IT Workshop: Formatting and Editing Tables	22/09/2018	22/09/2018	19	2
2018	The Express sionist - We Live to Express: A	Nil	09/10/2018	13/10/2018	12	0

Workshop

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NAAC Awareness Programme/ Workshop at Guru Nanak Dev University, Amritsar	2	12/10/2018	12/10/2018	1
Emerging Teaching Pedagogy At Guru Nanak Dev University, Amritsar	2	14/03/2019	20/03/2019	7

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	35	4	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• Fee concession to the wards of the staff studying in SSSS institutions</li> <li>• Annual increment in salary is granted</li> <li>• Casual leaves, Medical leave, Maternity leave etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Fee concession to the wards of the staff studying in SSSS institutions</li> <li>• Loan facility</li> <li>• All class IV employees are registered members of Employee State Insurance Scheme and are also getting the benefits of Provident Fund Scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Scholarships, Financial Support and Book Bank Facility</li> <li>• 'Earn while you Learn' Scheme</li> <li>• Voluntary contribution from Members of Faculty for welfare of the students.</li> </ul>

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

There is no mechanism for the internal audit in the College. Internal audit would be conducted in case any requirement arises. The accounts are audited by the External Auditor, DassRana and Associates, Chartered Accountants, 56, Majitha Road, Amritsar. The Chartered Accountant conducts the audit consecutively and submits the report annually after the finalization of accounts. The report is submitted to the Managing Committee and thereafter approved at its annual meeting. The audit report for the preceding year is clean. Auditors' suggestions for improvement are implemented immediately by the College.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the

year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

87349008.08
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### 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Academic Administrative Audit (AAA) Committee comprising two external members and one internal faculty member assess major aspects viz., Curricular Aspect, Teaching Learning Process, Evaluation Process, Research and Extention Activities, Infrastructure and Learning Resources, and Basic Facilities during each semester.
Administrative	No	NA	Yes	Academic Administrative Audit (AAA) Committee comprising two external members and one internal faculty member assess major aspects viz., Curricular Aspect,

Teaching Learning Process, Evaluation Process, Research and Extention Activities, Infrastructure and Learning Resources, and Basic Facilities during each semester.

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- Provide valuable suggestion for development of the institution
- Suggest for modifications in the existing academic calendar for smooth functioning of the institution
- Communicate their concerns related to the College

6.5.3 – Development programmes for support staff (at least three)

- Session on Working of Smart Class
- Workshop on Formatting and Editing Tables for increasing their computer proficiency
- Computer Training to the office staff so that they are able to handle the online admission

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Renovation of staff room and construction of washrooms
- Addition of new reference books and e- journals in the library
- Installation of interactive boards in classrooms
- Installation of bar codes
- Initiated online database of books using OPAC in the library.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Seminar on IPR: Relevance to Academia	20/11/2018	20/11/2018	20/11/2018	20
2019	Session on Income Tax and E-Filing	14/02/2019	14/02/2019	14/02/2019	21
2019	Special Session on Financial Planning	23/02/2019	23/02/2019	23/02/2019	20
2019	Faculty Development	14/03/2019	14/03/2019	14/03/2019	12

	Lecture on 'Evolution of Education from Monologue to Dialogue to Skill Oriented Teaching Learning'				
2019	FDP on Working of Smart Class	04/04/2019	04/04/2019	04/04/2019	31
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
The Expressionist- We Live To Express: A Workshop	09/10/2018	13/10/2018	63	0
Employability Assessment Session	15/10/2018	16/10/2018	91	0
Seminar on Operations and Recording of Transactions in Banks	18/10/2018	18/10/2018	43	0
Seminar on Women Education and Empowerment	10/11/2018	10/11/2018	137	0
Workshop on Income Tax, E-filing	22/01/2019	31/01/2019	77	0
Workshop on GST	04/02/2019	07/02/2019	56	0
Seminar on Career in Banking Industry	18/04/2019	18/04/2019	130	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	1	28/07/2018	1	World Hepatitis day	Public Health	173
2018	1	0	28/07/2018	1	Cleanline ss Rally	Sensitizing commuters within and around Company Garden	53
2018	0	1	25/08/2018	1	Demonstration Session on first aid techniques	Public health	203
2018	0	1	29/10/2018	1	Voter Id Registration Camp	Sensitizing neighborhood people for voting	274
2018	1	0	01/12/2018	1	World AIDS Day	Public Health	159
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#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct booklet	21/05/2018	Code of conduct booklet has been uploaded on web site, kept in the IQAC Room, in the College library for ready reference of the faculty, students and other stakeholders. This booklet is reviewed and

		updated from time to time.
Moral Education Forum	15/02/2018	'Moral Education Forum' booklet is distributed to all students of first year free of cost. During the orientation programme, the power point presentation is shown to the students for orienting them about the different aspects covered in the book. Also, every Monday the Moral Education class is conducted for one period. During this period, discussions with the students are conducted with special reference to the points mentioned in the booklet. For involving the students, the students are also guided to plan out and stage the value- oriented skits during the period within the class room. The booklet is reviewed and updated from time to time.
Our Heritage: A Reflection on Global Religions	16/06/2018	The book has been authored by Director S. Jagdish Singh ji. The book is distributed free of cost to all students and faculty members with the objective to spread the message of 'ONENESS' given by all the religions.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Play depicting contribution of Bibi Raj Devi spreading Education during Pre Independence Era	10/11/2018	10/11/2018	6
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- 1) Installation of LED lights over the entire campus
- 2) Tree Plantation inside the campus alongwith the boundary wall and a few off campus sites too.
- 3) Minimal use of paper and other stationery in communication with staff and

students, e-portal used largely. 4) Reuse of wooden waste for constructing the boundary/hedge of the garden 5) Reuse of concrete waste in construction of pavement 6) Minimum usage of plastic/thermocool material 7) Use of e-mail and WhatsApp for circulation of notices to faculty and students 8) Green Audit is being conducted regularly.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

1st Best practice Personal Contact Programme (PCP): Personal Contact Programme (PCP) aims at gauging the requirements and aspirations of our students. PCP is held every year in the beginning of the session in the first week of month of July, wherein a panel/group of members of the faculty meets new students individually. The information of each student pertaining to her educational and family background as well as her interest and aptitude, career aspirations, challenges in pursuing the studies etc. is recorded during PCP programme. Members also assess the needs of the students in terms of the latest trends in the job market. 2nd Best Practice Inculcation of Values and Ethos through Performing Arts: Being an institution providing professional education to the girl students, the need to have an arrangement linking the students to the creative aspect of life was felt to ensure overall personality development of students. This helps the students explore the artistic beauty within them. Almost all the students who join the course available at the institution are fresher in this area i.e. cultural activity. Talent-hunt programme is conducted where they perform and showcase their talent in the area where they feel comfortable. This provides them the platform to recognize the art within them. Then, these students are selected for different cultural programmes that are conducted within the campus from time to time. Their talent is polished for various art forms during preparation stage. Our students get the training for singing, dance, acting and stage conduct by the team of experts from amongst the members of the faculty. Thus, students become capable of performing and showcasing this art confidently and creatively during various cultural programmes conducted within the campus and competitions held at university level. The following cultural and literary programmes are organised in the College. • Freshers Day • Punjabi Divas • Lohri Celebrations • SSSSian Fiesta (Farewell) • I-Mindz • Alumni Meet • Awards Day Special items constitutes messages of equality, Women empowerment and peace are held at annual day.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://ssssccw.edu.in/naac/best-practices/>

## 7.3 – Institutional Distinctiveness

### 7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The emphasis of the founders of SSSS Group of Schools and Colleges on 'wisdom' is aptly reflected in the College logo, which bears the inscription 'Jeh Giaan Pragaas Agiaan Mittanth'. This emblem symbolizes 'that alone is Knowledge which liberates us'. College was started as an exclusive College of Commerce for girls only. It was the beginning of the privatization and liberalization era and as such the Founders envisioned the opportunities that lie ahead for the young competent workforce. It is pertinent to mention that the field of Commerce was an upcoming field of study in the early nineties, especially for girls. As such the College focused on building itself as an institution that is preferred by the Parents to send their daughters considering their priorities in terms of safety and economy. Gradually over the years, we have been successful in establishing ourselves as the institution which is considered



safest and affordable by the Parents especially from the lower and middle strata of the society. The institution believes in the religiosity, integrity, transparency, steadfastness, and policy of inclusion and in promoting the nation-building qualities of equality, justice, and fraternity. Integrity and transparency are reflected in all the accomplishments of the institution i.e. from the admission process to the conferment of degree/ placement and even beyond and Religiosity and steadfastness are reflected from our emphasis on sustainability and holistic development of students as human beings. The College strives continuously to provide quality education to young minds shaping them into critical thinkers and concerned citizens. College is committed to nurturing and creating women who are equipped to be world citizens who celebrate values and diversity in all its joyous vibrancy. It sensitizes students to become creative citizens who understand the power of knowledge and the responsibility that comes with this power. College sees its students as young women who recognize challenges as opportunities and not limitations. In brief, College provides the platform to its students for acquisition of knowledge and discovery of the self through reflection, contemplation and meditation.

Provide the weblink of the institution

<https://ssssccw.edu.in/>

### **8.Future Plans of Actions for Next Academic Year**

Action Plan (2019-20) 1. Initiatives for Blended Teaching / Learning • Hands-on workshops will be organized under the Tech Forum project to acquaint teachers with new e-teaching aids like Google Classroom, Google Meet etc. • Weekly schedule for holding workshops followed by practice session has been chalked out. • List of topics in such workshop session has been drafted. • Minimum 30 of syllabi in each subject to be discussed in the class rooms through PPTs and other such modes. • Feedback system has been put in place to obtain feedback from staff and students. It monitors the quality of FDPs and also the effectiveness of ICT teaching equipments. 2. Research Orientation of Faculty • To encourage and inspire staff to write research papers and to take up individual / join research projects in future. • In the first phase it has been planned to encourage participation of the staff in various conferences. Liberal policy is adopted to grant duty leave etc. for attending conferences and FDP off campus. • Every member who has been teaching a core subject will be asked to contribute towards editing or writing some book in her area of specialization. • The members who have good research experience will be asked to hold special presentation in order to familiarize the rest of the staff with the process of writing a good research paper. • The post graduate students will write research based articles under the guidance of the teachers for publication in the college magazine. 3. Holistic Development of Students • Frequent meetings to be held with the members of Placement Committee and Moral Education Forum to assess the need of designing appropriate programmes to ensure holistic development of students. • Student Council to be entrusted the task of getting inputs from new and old students regarding the kind of assistance needed for their professional and personal development. • The knowledge partners viz. Terra Education and Amritsar Policy Group are asked to design the skill based short courses and workshops for employability enhancement of students. • A panel to be constituted from amongst the faculty to address the moral issues and other dilemmas faced by the students. Extensive Counselling proposed to be done on group basis as well as on individual basis. • Follow up of skill enhancement endeavours to be done by the Placement Committee. The progress of the students in terms of academic performance, behaviour etc. be regularly monitored by the respective Class In-charges to assess the efficacy of counselling programmes.

